

Frequently Asked Questions

Question - Do you need to provide state information for the National IT Capital Asset Fund rows on the spreadsheets in Attachments 3 and 4?

Answer - Yes, we need the best information all offices can provide about the estimated costs to acquire and maintain all of the hardware and software that is projected to be needed in each State, National Center and Assistant Directorate. This includes maintenance costs for both the items you already have as well as the projected maintenance costs for acquisitions planned in the future. You do not need to separate maintenance costs for new versus existing items, they can be added together and entered on a single row in the tables.

Question - Can we change the life cycle figures contained in Attachment 6?

Answer - The life cycle information was not created for this exercise, it was built into the concept document last summer, based on planning policy direction from the Department. Given the limited time to collect this information, it is recommended that you use the information as is, but apply your best judgement. If you choose to use a different life cycle than that listed in the attachment, please provide documentation of what you use and some brief rationale in your submission. We will pursue revisions to the life cycles on a longer time frame with the Bureau CIO Council.

Question - Do you want hardware and software upgrades to be reported under maintenance?

Answer - If you need to spend money to acquire an item that is different than what you currently own, enter it as a purchase. The maintenance columns should contain the estimated cost to maintain and support an item after you have acquired it.

Question - Do you want costs of leasing telephone switches, etc. or only new purchases?

Answer - If you need to spend money to have the use of an IT hardware or software asset, regardless of whether you own it or lease it, enter it in the purchase column.

Question - May we assume you do not want us to list all of the COTS software we might purchase in individual offices, but just those that have either Bureauwide or Statewide distribution?

Answer - We definitely need all software identified that will have Bureauwide or Statewide distribution. For acquisition planning and funding purposes, there is a point of diminishing return on small numbers of low cost items. However, we need to adhere to configuration management policy and also be aware of emerging products. CIO's should poll their offices to determine whether there are items, not planned for Statewide or Bureauwide distribution, that have the potential for "significant" costs or configuration management impacts. The definition of "significant" should be at the CIO's discretion in consultation with their respective managers and budget offices.

Question - How can we provide the installation dates when we don't know specifically when we will buy any of the items listed?

Answer - For planning purposes, use a general assumption of midyear FY 2002 (March 30, 2002) as the planned installation date unless you have a more specific installation date planned for a particular reason. In that case, use the more specific date.